

VACANCY ANNOUNCEMENT NUMBER: 01-012

U.S. Office of Government Ethics

POSITION (Title, Series, Grade): Management Analyst, GS-343-07

SALARY: \$29,966 - \$38,954 ANNUAL

PROMOTION POTENTIAL: GS-13

OPENING DATE: August 24, 2001

CLOSING DATE: September 14, 2001

AREA OF CONSIDERATION: OUTSTANDING SCHOLARS NATIONWIDE and ICTAP Candidates in the Local Commuting Area.

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Richard L. Woods at 202-208-8000, Ext. 1226.

SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT: Relocation expenses will not be paid. ICTAP eligibles may apply for a special selection priority for this position. To be well-qualified and receive a selection priority for this vacancy, eligible displaced and surplus Federal employees must meet the Outstanding Scholar qualifications criteria.

MAJOR DUTIES:

This position is located in the Program Review Division, Office of Agency Programs, Office of Government Ethics (OGE). At the full performance level, the incumbent functions as a team leader responsible for performing ethics program reviews of large, complex executive branch departments and agencies for the purpose of identifying weaknesses, deficiencies and recommending improvements in agency practices of implementing the requirements of the Ethics in the Government Act of 1978, as amended. In addition to providing technical supervision to assigned team members, the incumbent works independently on all aspects of the review to include compiling and analyzing pertinent information about the agency and summarizing relevant facts of their ethics program which might require special attention during a review; scheduling and conducting entrance/exit conferences and interviews; examining financial disclosure systems and written ethics advice and education materials; and evaluating agency ethics training sessions. At this entry level, the incumbent will be provided the training and work experience in order to develop the level of knowledge, skills and abilities required to function at the next higher level.

QUALIFICATION REQUIREMENTS:

Candidates must possess a baccalaureate degree from an accredited college and have maintained a grade-point average of 3.45 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper ten percent of their class or major university subdivision.

METHOD FOR EVALUATING CANDIDATES:

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, experience, education, and GPA.

HOW TO APPLY:

1. You may apply using a resume, the Optional Application for Federal Employment (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. If you choose to use an SF-171, do not answer questions 38-47. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included:

- **JOB INFORMATION** - Announcement number, title and grade of the position for which you are applying.
- **PERSONAL INFORMATION** - Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, and country of citizenship (most Federal jobs require United State citizenship, veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status), highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION** - High school, name, city and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (SIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).
- **WORK EXPERIENCE** - Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS** - Job-related training courses (title and year). Job-related skills, for example, other languages, computer software/hardware, tools, machinery,

typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (give dates but do not send documents unless requested).

2. Applicants must submit a college transcript which reflects all undergraduate courses and grades received. Unofficial student copies of transcripts are acceptable at the time of application, however, the official transcript must be provided before final selection can be made. If you have graduated in the upper ten percent of your class or major university subdivision, and are using this as the basis for qualification under the Outstanding Scholar Program, please provide proof at the time of application.
3. Applicants applying for a selection priority under ICTAP must provide proof of eligibility by submitting RIF separation notice, SF-50, Notification of Personnel Action, showing separation as a result of RIF, or other official agency notification.
4. Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.
5. Current and former Federal employees must submit a copy of their most recent official performance appraisal and their most recent SF-50, Notice of Personnel Action.
6. To claim 5-point veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veteran's preference, attach an SF-15, Application for 10-Point Veteran's Preference, as well as the proof required by that form.

Send applications to: U.S. Office of Government Ethics, ATTN: Richard L. Woods, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917. Please indicate the announcement number on the application materials as well as the envelope. Applications must be post-marked by closing date of vacancy announcement (9/14/01). Applications sent at Government's expense will not receive consideration.

The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision granting reasonable accommodation will be on a case-by-case basis.